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# ASSISTANT COLLECTOR'S MANUAL

BY

SIR FREDERIC S. P. LELY, K.C.I.E., C.S.I., I.C.S.

REVISED BY

H. F. KNIGHT, C.I.E., I.C.S.

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## FOREWORD.

The Government of Bombay wish particularly to impress on all officers serving in the Province the paramount importance of showing patience and courtesy towards all members of the public in all official matters. A lack of courtesy—even a temporary lack—harms not only an officer's own repute and lessens his efficiency for carrying out his duties, but also sets an example which his subordinates may follow to the detriment of public policy and of the good name of Government.

The Government of Bombay have no doubt that, on this danger being pointed out, all officers will use their best endeavour to avoid such occasion.

# PREFACE TO THE FIRST EDITION

## PART I

This little book is intended as a personal guide to young Assistant Collectors, under which term may throughout be included Deputy Collectors. It is not in any way a substitute for the Annotated Codes, the Rules and Orders of Government, and other accredited Text Books, all of which it is presumed that the Officer has at hand. It is intended as an adjunct to them.

Subjects peculiar to localities, such as Agriculturists' Relief in the Deccan, and Talukdari Settlement in Gujarat, or to special occasions, such as Famine and the revision of Survey Settlements, are not noticed, the object being rather to indicate the spirit of work than to meet every situation that may arise.

Although it contains nothing that is not justified by the orders or policy of Government the book, being of an informal character, has not been loaded with references.

Thanks are due to Messrs. Bhimbhai Kirparam, J. P. Orr, I.C.S., and G. F. Keatinge, I.C.S., for reading over the manuscript and making many useful suggestions.

F. S. P. LELY.

*N.B.*—This work is published by the authority of Government as the work of the Honourable Sir Frederic S. P. Lely, K.C.I.E., C.S.I., I.C.S., for the details of which he is responsible.

# PREFACE TO THE FIRST EDITION

## PART II

This handbook is designed to aid the Assistant Collector in his revenue work by giving in a practical form the principles and rules according to which he has to perform some of his more important duties. It does not attempt to deal with all revenue matters, nor does it claim to be exhaustive on any subject.

The advice given is not in any way authoritative, but the authority for most important statements is given in the marginal references, and can be verified.

It will be necessary from time to time to bring this compilation up to date; and if any officer using this book will point out any mistakes or omissions, or will make any suggestions for its improvement, his communications will be welcomed.

I wish to express my thanks to the many Government officers who have assisted me in preparing this book.

G. F. KEATINGE.

Secretariat, Bombay :  
April 1905.

## PREFACE TO THE REVISED EDITION

In thirty years there have been many changes in the details of administration and a number of modifications have become necessary in the Manual. But the general principles which guide Revenue Officers remain constant, for service to the people remains, as hitherto, the ideal at which the Services aim,—and I have not attempted to improve on their lucid exposition by Sir Frederic Lely. As much as possible therefore of the original edition has been retained verbatim, and such passages are indicated by inverted commas without further reference.

A more recent book—the ‘Handbook for Junior Collectors’ by Mr. Panna Lall, I.C.S., now Chief Secretary to the Government of the United Provinces—has been drawn upon, by the author’s kind permission, for valuable suggestions and extracts.

The chapters dealing with matters not directly concerned with Land Revenue duties, have been referred to, modified and approved by the respective heads of Departments, to whom I express my thanks. I would particularly thank the Hon’ble the Chief Justice of Bombay for reading and amending the chapter on Magisterial work.

Except where direct quotations from Government orders, resolutions and the like are concerned, any opinions expressed in the handbook must not be considered to be officially those of Government.

I wish to place on record my gratitude to the late Rao Sahib J. L. Kale, who, while Mamlatdar of Murbad from 1912-1915, though nominally serving under me, taught me more about Revenue work and district administration than I ever learnt elsewhere.

H. F. KNIGHT.

*16th July 1937.*

## PRINCIPLES TO BE REMEMBERED

“ The Vices of Authoritie are chiefly foure ; Delaies ; Corruption ; Roughnesse ; and Facilitie. For Delaies ; Give easie accesse : Keepe times appointed : Goe through with that which is in hand ; and interlace not businesse but of necessitie. For Corruption : Doe not only binde thine-owne Hands or thy Servants’ hands from taking ; but binde the Hands of Sutours also from offring. For Integritie used doth the one ; but Integritie professed, and with a manifest detestation of Bribery, doth the other. And avoid not only the Fault but the Suspicion. Whoever is found variable and changeth manifestly without manifest cause giveth Suspicion of Corruption. Therefore always when thou changest thine Opinion or Course professe it plainly and declare it together with the Reasons that move thee to change..... For Roughnesse. It is a needless Cause of Discontent : Severitie breedeth Fears, but Roughnesse breedeth Hate. Even Reproofes from Authoritie ought to be grave and not taunting. As for Facilitie, it is worse than Bribery. For Bribes come but now and then ; but if Importunitie or idle Respects lead a man he shall never be without .....

It is most true that was anciently spoken. A place sheweth the man : and it sheweth some to the better, and some to the worse . . . . . It is an assured signe of a worthy and generous Spirit whom Honour amends ”.—*Bacon*.

(Quoted in “ A Handbook for Revenue Officers in the Presidency of Bombay ” by A. K. Nairne, p. xiii.)



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